Aplia Quick-Start Guide for Instructors

Welcome to Aplia!

This guide will walk you through the basics of using Aplia. If you haven't done so already, please attend an Aplia training session. We conduct daily training sessions Monday through Friday at 11:00 AM Pacific Time (12:00 noon Mountain Time; 1:00 PM Central Time; 2:00 PM Eastern Time). Please visit http://aplia.com/support/site_training.jsp or contact support@aplia.com to learn more.

Note: For help, e-mail support@aplia.com or call 888.858.2820. Please do not give this number to your students.

Normal business hours are 8:00 AM to 5:00 PM Pacific Time, Monday through Friday.

Aplia Quick-Start Checklist

- ☑ **Are you all set to begin the term?**
- ☐ Have you attended instructor training?
- ☐ If applicable, have you submitted your Aplia order to your bookstore?
- ☐ Check your Aplia course outline. Is the start date correct, and are the first few assignments due when you want them to be? Are these assignments marked Visible to students?
- ☐ Have you included the Student Registration Instructions in your syllabus, or e-mailed it out to your students?
- ☐ Have you communicated to students what percent of their grade Aplia is worth?

Contents

Welcome to Aplia! 1
Aplia Quick-Start Checklist 1
1 Signing Into Aplia 2
2 Accessing Your Course 2
3 Previewing Your Course – Student View 2
4 Accessing Your Assignments – Instructor View 2
5 Changing Assignment Due Dates, Scoring, & Visibility 2
6 Viewing & Editing Individual Assignments 3
7 Using Aplia's Student Discussion Board 3
8 Adding Course Materials 4
9 Adding Announcements 4
10 Managing Your Students on Aplia 4
11 Granting TA & Instructor Access to Your Course 4
12 Monitoring Student Grades & Performance 5
13 Adjusting Scores & Extending Due Dates for Individual Students 5
14 Adjusting the Course Title & Dates 5
15 Requesting Student ID & Section Numbers 5
16 Introducing Your Students to Aplia 5
17 Changing Your Password & Other Account Information 6
18 Additional Information 6

20 Davis Drive Belmont, CA 94002 650.592.5100 888.858.7305 (toll-free) www.aplia.com

Revised Date: 28.Oct.09

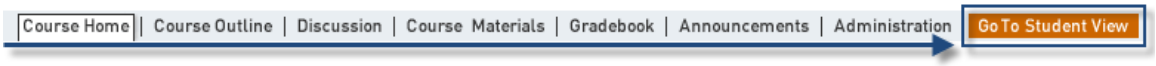
1 Signing Into Aplia

1. Open a new Internet browser window. Navigate to http://www.aplia.com.
2. If you haven't done so yet, run the Aplia System Configuration Test:
   a. Click the System Configuration Test link.
   b. Follow the instructions to run the two Manual Tests and confirm that you receive a green check mark for each.
   c. Confirm that you receive six green check marks under Automated Tests.
   d. Return to http://www.aplia.com.
3. Enter your e-mail address and password. Click the Sign In button.

2 Accessing Your Course

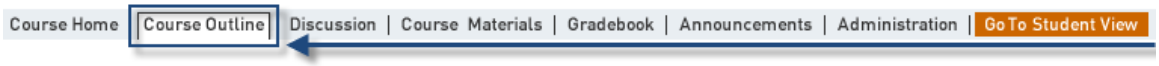
Do you see your Aplia course listed under My Courses? If so, click on the title of your course and continue to the next section. If you do not see your course listed, please contact your Aplia account manager, or Aplia's Support Team: support@aplia.com or 888.858.2820.

3 Previewing Your Course – Student View



1. Click the orange Go To Student View tab in the upper right. This view displays the course as your students will see it.
2. Click the yellow Assignments tab to view a list of your course assignments.
3. Click on the heading of any week to view that week's contents.
4. When you're finished with the student view, click the orange Go To Instructor View tab.

4 Accessing Your Assignments – Instructor View

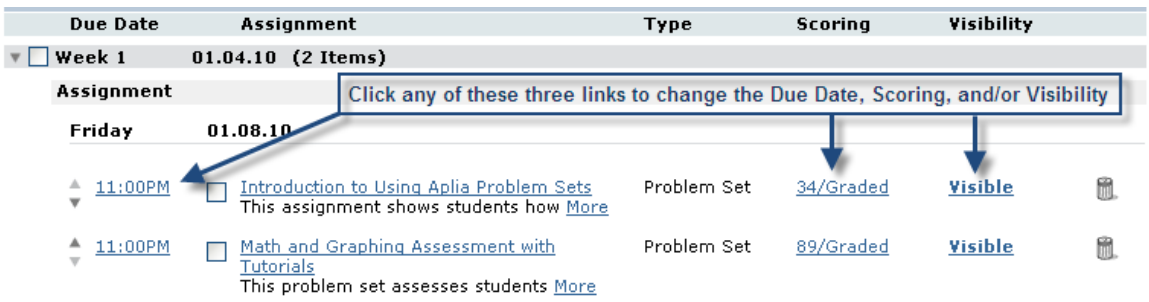


1. Click the Course Outline tab.
2. Click the Expand All link in the upper right to view all course assignments.

Aplia assignments are organized first by week, then by day, and finally by time due. If applicable, textbook reading assignments will be listed separately. Aplia weeks run Monday through Sunday. By default, most assignments are set to be due on Monday evening at 11:00 PM Pacific Time. Aplia assignment due dates and times are fully adjustable and can be customized to match your teaching schedule.

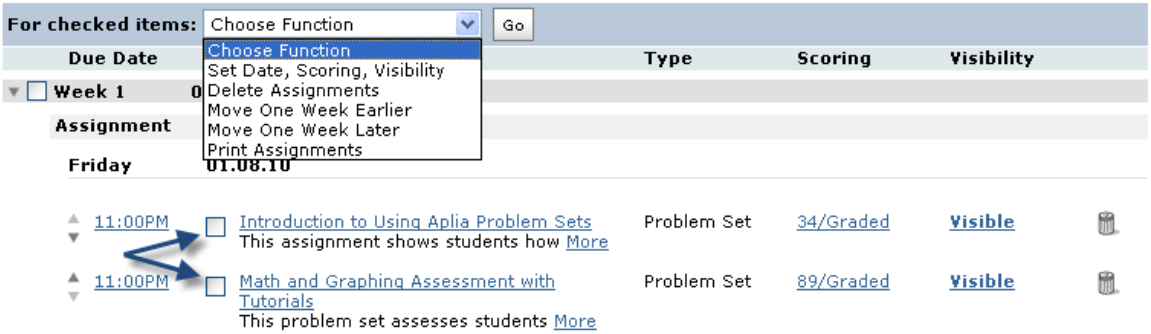
5 Changing Assignment Due Dates, Scoring, & Visibility

You will have the flexibility to change assignment due dates, scoring and/or visibility. "Scoring" refers to the method in which the assignment is scored: Practice, Graded, or Timed. Also, students are only able to view assignments when they are set as "Visible." To change an assignment's Due Date, Scoring, and/or Visibility, click the Expand All link in the upper right. Then, click the corresponding link to the left or right of the assignment's title.



To change the Due Date, Scoring, and/or Visibility for multiple assignments at once, follow these steps:

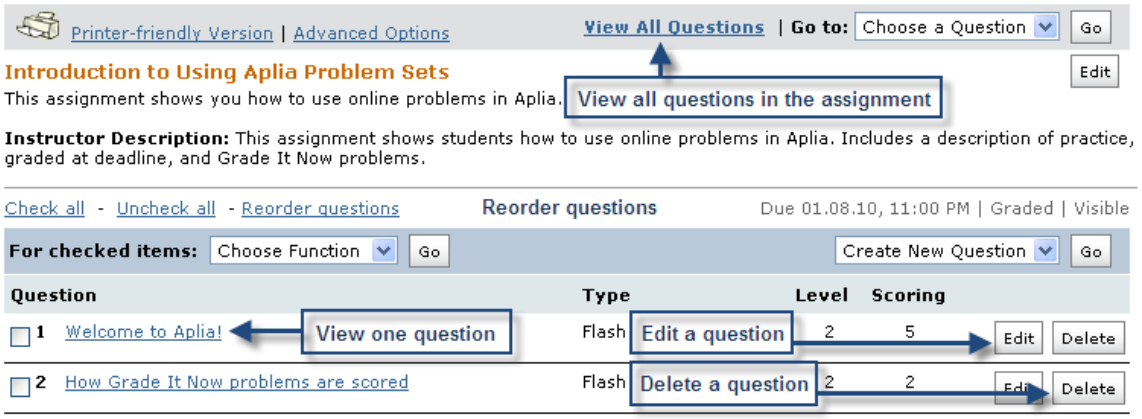
1. Place a check mark in the box to the left of each assignment title.
2. From the Choose Function dropdown menu, select Set Date, Scoring, Visibility and click the Go button.
3. A new window will appear. Make changes as needed and click the Submit button.



6 Viewing & Editing Individual Assignments

From the Course Outline, click on an assignment title to view the contents of that assignment.

1. To view one question, click on the text of the question. To view all questions, click the View All Questions link.
2. To edit a question title or points possible, click the gray Edit button. To delete a question, click the gray Delete button.
3. To reorder questions, click the Reorder Questions link.
4. To view the correct answer and Aplia explanation:
   a. Click on the title of the question. Then, click the Show Answer link in the upper-left area of the page. Please note that the Show Answer feature is available only when viewing individual questions, and is not available in View All Questions mode.

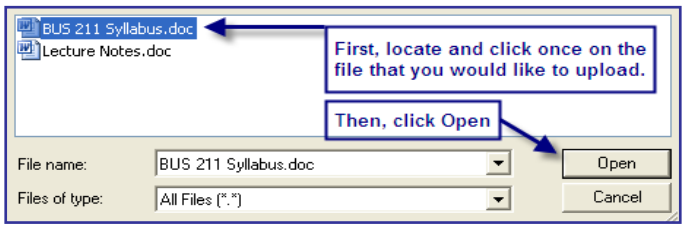


7 Using Aplia's Student Discussion Board

1. Click the Discussion tab.
2. To create a new discussion category:
   a. Click the blue Add a New Category button.
   b. Complete the Category Title and Description fields. Click the Submit button.
3. To create a new discussion topic:
   a. Click on the category.
   b. Click the blue Add a New Topic button.
   c. Complete the Topic Title, Description, and Message Body fields. Click the Submit button.
   Please Note: Your students will only be able to use the discussion board after you have created a category.

8 Adding Course Materials

You can add supplemental materials such as a web link, your syllabus, and lecture notes to your Aplia course. To add a new course material:



1. Click the Course Materials tab.
2. Click the blue Add Course Materials button.
3. Select Add a new course materials item. Click Continue.
4. Under step 2, complete the Title and Description fields.
5. Under step 3, to add a link:
   a. Select Create a link to a web page.
   b. Type in or copy and paste the URL.
6. Under step 3, to add a file:
   a. Select Upload a file and click Browse.
   b. A new window will appear. Locate and select the file that you would like to add to Aplia. Click Open. (See image above.)
7. Under step 4, select Visible to students if you would like the course material to be visible to students.
8. Under step 4, select Highlight on student home page if you would like the course material to appear on students' Aplia Home pages. Course materials will otherwise be listed under students' Aplia Course Materials tab.

9 Adding Announcements

Use announcements to communicate with your students through Aplia. They appear on students' homepages.

1. Click the Announcements tab.
2. Click the blue Add an Announcement button.
3. Complete the Announcement, Display Date, and Display Time fields. Click the Submit button.

10 Managing Your Students on Aplia

Use Aplia's Manage Students screen to verify student enrollment. Once a student is enrolled, you can check payment status, block and unblock students, reset student passwords, e-mail students, and clear student ID or section entries. Use any of these functions with the instructions below:

1. Click the Administration tab.
2. Click the blue Manage Students button.
3. Place a check mark in the box to the left of students' names as needed.
4. From the Choose Function dropdown menu, select a function and click the Go button.

11 Granting TA & Instructor Access to Your Course

To give co-instructor access to your teaching assistant or another instructor, e-mail support@aplia.com with the individual's name and e-mail address if he or she does not already have an Aplia instructor account. If the individual already has an Aplia instructor account:

1. Click the Administration tab.
2. Click the blue Manage Co-Instructors button.
3. Click the blue Add Co-instructor button.
4. Type in the email address of the registered Aplia account and click Continue.
5. Select the box to the left of the capability you would like to grant your teaching assistant or co-instructor.
6. Select the section the co-instructor will help manage and click Submit. (Read Section 15 to set up sections.) Changes in the Course Outline by a section's co-instructor will reflect throughout all sections.

To give your co-instructor student-level access, e-mail support@aplia.com with the individual's name and e-mail, and Aplia's Support Team will grant him or her complimentary student access.

12 Monitoring Student Grades & Performance

Aplia offers several tools to monitor student performance as well as to export and import scores. Specifically, tools under the Gradebook tab are as follows:

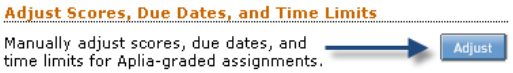
- o View Grades: Instructors can get a quick overview of scores achieved by students for all graded Aplia assignments. With the More Actions menu on this page, instructors can import or export scores for graded assignments as well as download a participation report for practice assignments. The All Section menu next to it will allow you to filter grades by section.
- o Analytics: This tool gives a visual representation on how a class is doing through the use of interactive graphs. Clicking on the graphs or names allow score segregation either for individual students or the class as a whole. Instructors can view a student's class rank as well as filter down to each assignment and question.

The Grading Tool from the Course Home page is a tool that can be used at the end of the term to easily calculate student scores for Aplia assignments.

For further assistance with the above tools, please visit our Resources for Instructors page or e-mail support@aplia.com.

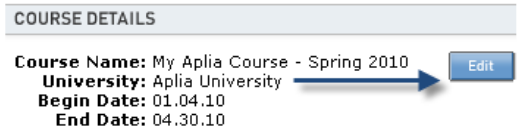
13 Adjusting Scores & Extending Due Dates for Individual Students

1. Click the Administration tab.
2. Click the blue Adjust button in the lower left.
3. Click on appropriate button: Extend Due Date or Adjust Scores. Due dates are extended by individual assignments, not student.


Adjust Scores, Due Dates, and Time Limits
Manually adjust scores, due dates, and time limits for Aplia-graded assignments.
Adjust

14 Adjusting the Course Title & Dates

1. Click the Administration tab.
2. Click the blue Edit button in the upper right, under Course Details.



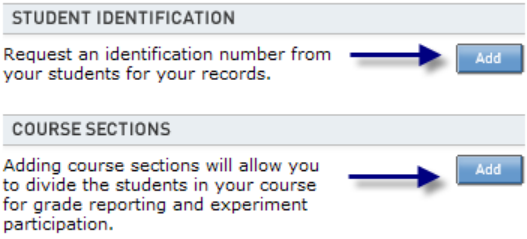
15 Requesting Student ID & Section Numbers

To ask your students to submit a student identification number:

1. Click the Administration tab.
2. Click the blue Add button in the Student Identification area.

To ask your students to specify a section:

1. Click the Administration tab.
2. Click the blue Add button in the Course Sections area.


STUDENT IDENTIFICATION
Request an identification number from your students for your records.
Add
COURSE SECTIONS
Adding course sections will allow you to divide the students in your course for grade reporting and experiment participation.
Add

Please Note: If you have multiple sections, and assignment due dates will be different for each section, you will need one Aplia course for each section. To create a copy of your course, click the My Courses tab in the upper right and then click the blue Create a New Course button.

16 Introducing Your Students to Aplia

Once your Aplia course is ready, download and provide your students with Aplia's Student Registration and Payment Instructions. To download your instructions, click the Student Registration Instructions link in the Course Details area of your Administration page. Provide these course-specific instructions to your students. Most instructors e-mail these to students before the term begins, or hand them out with the syllabus on the first day of class.

COURSE DETAILS
Course Name: My Aplia Course - Spring 2010
University: Aplia University
Begin Date: 01.04.10
End Date: 04.30.10
Grace Period: 21 days (ends at the end of the day on 01.24.10)
Course Key: 94R8-7WTQ-48G7
Student Registration Instructions
Edit

17 Changing Your Password & Other Account Information

To change your account information, such as your name, e-mail address, or password, click the My Account tab at the top of the page.

18 Additional Information

- Scheduled maintenance: Aplia has a regularly scheduled maintenance window each Saturday from 12:00 midnight until 4:00 AM Pacific Time (GMT – 8). During this time, the site is unavailable for use. Aplia selected this time of typically low usage as the least disruptive to students and instructors.

- Aplia Support: Aplia offers phone, e-mail, and live chat support for instructors, and e-mail and live chat support for students. Normal business hours are 8:00 AM to 5:00 PM Pacific Time, Monday through Friday. The number to use during business hours is 888.858.2820. For urgent matters during non-business hours, you can reach Aplia Support at 650.218.1656. We monitor phone calls to this number during non-business hours, and we will address your emergency issue as soon as possible. Support e-mail address is support@aplia.com. Live-chat is available by clicking on the Support link on the bottom of each Aplia webpage once signed in.

- Aplia's contact information:

  Aplia Inc.
  20 Davis Drive
  Belmont, California 94002

  Main: 888.858.7305
  Support: 888.858.2820 (Please do not give this number to your students.)

- Instructor Discussion Board: Aplia offers an instructor discussion board, which can be used to connect with other instructors, share best practices and teaching tips, trade stories, and help each other find information. In Aplia, click the Instructor Discussion link to access the forum.

- Econ Blog: Aplia has an economic news blog, which offers students and instructors a place to explore current events that relate to economics classes. Please navigate to http://econblog.aplia.com to access the blog.